

Case No. \_\_\_\_\_

**ACCESSORY APARTMENT QUESTIONS/FACT SHEET**

1. When was the house built? \_\_\_\_\_  
How many square feet does the lot have? \_\_\_\_\_
2. How long have you owned the property? \_\_\_\_\_
3. How long has the apartment been in existence? \_\_\_\_\_
4. Do you plan any exterior modifications? \_\_\_\_\_
5. Does the apartment have a separate entrance? \_\_\_\_\_
6. Does the apartment have the same address as the house? \_\_\_\_\_
7. Parking: How many off-street parking spaces are available? \_\_\_\_\_
8. Where in the house is the apartment located? \_\_\_\_\_  
Do you have a sketch of the apartment layout? \_\_\_\_\_
9. Is the house served by adequate public utilities? \_\_\_\_\_
10. Are you willing to correct the deficiencies discovered by the inspection of your property? \_\_\_\_\_
11. Issue of compensation for only one unit.
12. Concentration of accessory apartments in general neighborhood?
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

**Statements:**

1. You must obtain a license.

**BOARD OF APPEALS  
FOR  
MONTGOMERY COUNTY, MARYLAND  
(240) 777-6600**

**Docket No.** \_\_\_\_ **S-**\_\_\_\_  
**Date Filed** \_\_\_\_  
**Hearing Date** \_\_\_\_  
**Time** \_\_\_\_

**PETITION FOR ACCESSORY APARTMENT SPECIAL EXCEPTION  
UNDER ZONING ORDINANCE  
(Please note instructions on reverse side)**

Name of Petitioner(s): \_\_\_\_\_

Address of Petitioner(s): \_\_\_\_\_  

City
Zip

Telephone Numbers: Home \_\_\_\_\_ Office \_\_\_\_\_

Property to be used: Lot\_\_\_\_\_Block\_\_\_\_\_Subdivision \_\_\_\_\_

Street and No. \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Zone \_\_\_\_\_ Tax Account Number \_\_\_\_\_

Use: Accessory Apartment. Please check one: \_\_\_\_\_Existing \_\_\_\_\_Proposed

Zoning Ordinance subsection providing for proposed use: Section 59-G-2.00.

Owner of property: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Has any previous petition or appeal involving this property been made to this Board, or to the former Board of Zoning Appeals, by this Petitioner, or by anyone else to this petitioner's knowledge \_\_\_\_\_. If so, give Case Number(s): \_\_\_\_\_

Further comments, if any: \_\_\_\_\_

I have read the instructions on the reverse side of this form and am filing herewith all of the required accompanying information. I hereby affirm that all of the statements and information contained in or filed with this petitioner are true and correct.

Name of Attorney  
(if petitioner will be represented by an attorney)

Signature of Petitioner(s)

Please Print Name \_\_\_\_\_

Please Print Name \_\_\_\_\_

Address of Attorney

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Phone Number

Home Phone	Work Phone
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## MONTGOMERY COUNTY BOARD OF APPEALS

### INSTRUCTIONS FOR FILING PETITION FOR SPECIAL EXCEPTION-ACCESSORY APARTMENT

1. Address correspondence to: CLERK, MONTGOMERY COUNTY BOARD OF APPEALS, Stella B. Werner Council Office Building, Room 217, 100 Maryland Avenue, Rockville 20850 (Phone: 240-777-6600).
2. At the time of filing an application, a fee shall be paid in accordance with the current schedule of fees adopted by the Montgomery County Council. Checks shall be made payable to Montgomery County, Maryland. Cash cannot be accepted. (A separate check is required for the sign deposit.) No application shall be accepted by the Clerk unless it contains all pertinent information and is accompanied by the required filing fee.
3. A Board of Appeals sign must be posted on the property within three (3) days after the application is accepted by the Clerk.
4. **FEES:** The APPLICATION filing fee of \$150.00. A sign deposit of \$100.00; however \$75.00 will be refunded **to the applicant when the sign is returned.** Checks or money orders should be made PAYABLE TO: Montgomery County, MD. Cash cannot be accepted.

#### DATE TO ACCOMPANY PETITION FOR SPECIAL EXCEPTION

**(Documents should be 8-1/2 x 11 OR 8-1/2 x 14 inches)**

In addition, each petition must be accompanied by one (1) original and three (3) copies of the following items:

1. DEED: One copy of your deed is required and may be obtained, for a fee, from the Land Records Office, Room 218, in the Judicial Center (Courthouse), 50 Courthouse Square, Rockville 20850 (Phone: 217-7115).
2. Please use Form 3 to list the names of the adjoining and confronting property owners who are entitled to notice of the filing. This information is available from Montgomery County Tax records in the GBS Building, 51 Monroe Street, Rockville, MD 20850. Please also list any local citizens associations and any municipality or special taxing district within which the property is located.
3. A statement containing the following information: 1) lot size (acres/square feet); 2) when the house was built; 3) how long you have owned and lived on the property; 4) when the apartment was created; 5) the location of the apartment; 6) what rooms the apartment contains; 7) what kitchen appliances are in the apartment; and 8) the number of off-street parking spaces.
4. A house location survey (for existing accessory apartments) or a site plan, survey or other accurate drawing (if an apartment is to be created). This should show boundaries, dimensions, area, topography and frontage of the property, as well as the location and dimensions of all existing and proposed structure, and the distance of such structures from the nearest property lines.
5. A floor plan showing the layout of the existing or proposed accessory apartment.
6. Photographs of the exterior appearance of the property depicting parking, apartment entrance, and landscaping.
7. A certified copy of the official zoning vicinity map showing the area within a 1000 foot radius of the subject property. This map can be purchased from the Maryland-National Capital Park and Planning Commission, 8787 Georgia Avenue, Silver Spring 20907 (Phone: 495-4610). The original map and three (3) copies must accompany the petition.
8. All additional exhibits which the petitioner intends to introduce, including names of applicant's witnesses (if any), summaries of their testimony and the estimated time required for the petitioner's presentation.

**IMPORTANT:** Before preparing the petition, please read carefully Sections 59-A-4.1 and 59-G-1.2 of the Zoning Ordinance, and subsection 59-G-2.00, pertaining to the use desired.

